



Reference Guide #1

How To Search the ONLINE CATALOG

The **Online Catalog** is the contemporary version of the card catalog. Searching the catalog provides access to the titles of books and documents held by the library and gives their location in the collection.

PART I: ACCESSING THE ONLINE CATALOG

From the NWC Library:

- Open up Internet Explorer to the NWC Intranet. On the right side, middle row under *Research Sources*, click *NWC Library Catalog*.

Outside the NWC Library:

- Go to the Library's homepage [<http://www.nwc.navy.mil/library>].
- Click *Library Catalog*.

PART II: SEARCHING THE ONLINE CATALOG

A screenshot of the Naval War College Library website's search page. At the top, the header reads "NAVAL WAR COLLEGE LIBRARY". Below this is a navigation bar with buttons for "Search", "My Account", "NWC Home", "MERLN", and "NetLibrary". Under "Search", there are sub-links: "Basic", "Advanced", "Power", and "History". The main content area says "You're searching: Naval War College Library" and "Basic Search". It instructs users to "Search the library catalog by selecting your desired index, input your term and select the 'go' button." Below this is a search form with a "Search:" label, a pull-down menu currently set to "General Keyword", a text input box, and a red "GO" button. Two annotations are present: an oval pointing to the pull-down menu with the text "Do a general keyword search or use pull-down menu to choose a different type of search", and another oval pointing to the text input box with the text "Type your search terms in this box".

In the **General Keyword** search, the **Online Catalog** assumes the **and** operator between two terms, and recognizes the use of the operators **or** and **not** between terms.

Click *My Account* at the top of the screen for a list of books you have checked out

EXAMPLE OF A BOOK RECORD FROM THE CATALOG:

One hundred years of sea power : the U.S. Navy, 1890-1990 / George W. Baer.
by Baer, George W.
Stanford, Calif. : Stanford University Press, 1994.

Subjects

- United States. Navy -- History -- 20th century.
- United States. Navy -- History -- 19th century.
- Sea-power -- United States -- History -- 20th century.
- Sea-power -- United States -- History -- 20th century.
- United States -- History, Naval.

ISBN: 0804722730 (alk. paper) :
Description: 553 p. ; 24 cm.

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Copy/Holding information				
Collection	Call No.	Volume	Status	Due Date
General Collection	VA58 .B283 1994	0	In library	

Note the location of the book

Note the call number of the book

Note the book status

The **General Collection** is on the lower level of the Library and these books can be checked out. There are 12 collections in the Naval War College Library. Note that some collections do not circulate.

Call No.: VA58 .B283 1994

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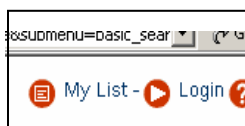
2. International organizations, 1918-1945 : a guide to research and research materials / compiled and edited by George W. Baer.
by Baer, George W.
Wilmington, Del. : Scholarly Resources Inc., 1991.
Call No.: Z6464.A1 B33 1991
Z6464.A1 B33 1991

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Create a booklist

Request a book that is checked out

Use the booklist function to save your search results. Click *Add to my list* for each title that you wish to save. You can save your list **only** if you are logged into your account.



Please see a Reference Librarian for further assistance.